

August 25, 2006

Mr. Les Boles  
Office of the State Budget  
1201 Main Street, Suite 930  
Columbia, SC 29201

Dear Les:

Attached is the budget request from the SC Department of Archives and History H79 for FY2007-08.

We are submitting nine priority requests. The department is not requesting any capital funding, FTEs, or making changes to our existing provisos.

Sincerely,

Rodger E. Stroup, Ph.D.  
Director

Enclosure

## FISCAL YEAR 2007-08 BUDGET PLAN

### I. EXECUTIVE SUMMARY

A. Agency Section/Code/Name: 15/H79/Archives and History

B. Statewide Mission:

The mission of the Department of Archives and History is to preserve and promote the documentary and cultural heritage of the state through professional records, historic preservation, and education programs.

To accomplish this mission the agency is responsible for operating the state archives, the state records management program and the state historic preservation office.

C. Summary Description of Strategic or Long-Term Goals:

The following is a brief description of Archives and History Strategic Goals and Strategies:

#### **(1) Strategic Goal I:**

Promoting and encouraging an understanding, appreciation, and preservation of the state's history and heritage. Our agency is responsible for preserving the documentary and cultural heritage of the state; it is imperative that we strive to reach a variety of audiences with programs on the state's history. In addition to programs at the Archives and History Center we strive to collaborate with other historical organizations. As technology continues to evolve we will use all appropriate electronic formats.

#### **Supporting Strategies:**

Exercise statewide leadership in the development of public policy supporting historic preservation. (Accountability Report Reference Sections: 1.2/1.8)

Develop appropriate educational programs and products for different audiences. (Accountability Report Reference Sections: 3.1/3.3/3.5/7.5b)

Maximize collaboration both internally and externally. (Accountability Report Reference Sections: 1.1/2.1/2.3/3.5/4.5/6.1/6.2)

Enhance the effectiveness of the local historic organizations and preservation programs. (Accountability Report Reference Sections: 3.1/3.4/6.5/7.2j/7.5a)

**(2) Strategic Goal II:**

To increase awareness, understanding, and use of the programs of the South Carolina Department of Archives and History. To stay true to our value of serving the citizens of our state, we must communicate the benefits of our programs and services not only to current customers, but also to prospective customers. We must make it easy for our intended constituents to learn more about us and to participate in our programs and services.

**Supporting Strategies:**

Continue implementing and offering effective programs that are coordinated across divisions that educate, entertain, and reach the broadest possible audience. (Accountability Report Reference Sections: 1.8/2.1b/3.4)

Promote the vital role the department plays in preserving the state's documentary and cultural heritage and its impact on the state and its citizens. Accountability Report Reference Sections: 3.2/4.4/5.2/6.1/6.2/7.1/7.2j/7.5b)

Explore new ways to use technology. (Accountability Report Reference Sections: 3.3/4.2/4.4/5.2/6.3/6.4/7.2/7.3)

**(3) Strategic Goal V:**

To continue to ensure our journey of excellence by evaluating effectiveness and improving our programs. We continue to be asked to undertake additional responsibilities without being provided with additional sources of support. An important part of our culture requires that we utilize continual improvement techniques to insure that we use our resources as efficiently as possible. (Accountability Report Reference Sections 1.1-1.6)

Demonstrate the importance of customers through all our interactions. (Accountability Report Reference Sections: 2.1a/2.1c/2.1d/2.1e/2.3/3.2/3.3/3.5/5.1/7.1)

Identify, prioritize, and improve the processes that affect customers without regard to organizational boundaries. (Accountability Report Reference Sections: entire Section 6.0)

**(4) Strategic Goal VI:**

To increase and enhance preservation of and access to South Carolina state and local governments records.

The preservation of and access to historical state and local government records has been at the core of the Department's mission since its establishment. In building on that accomplishment, we will strive to save the preserve historical records at risk and make the department's holdings as widely available as possible, employing appropriate preservation and information technology.

**Supporting Strategies:**

Increase automated access to the Archives' holdings through conversion to Windows software and automate access to the microfilm vault holdings.

Increase accessibility to the Archives' historical records through arrangement and description, microfilming and conservation, and on-line access to selected records series.

Our budget plan to assist in areas critical to the daily operations of the agency, accomplishment of our mandated functions, and accomplishment of activities that affect the economic impact of the state and its citizens. Our Reference Services unit is open to the public 40 hours per week, but to ensure continued access to our records and expand to the Internet we need major computer hardware/software upgrades.

The Archives devotes its limited resources to occasional microfilming of at-risk local government historical records. We will continue to work with this customer segment on this long-term activity but will need increased ongoing budgetary support.

D.

| <b>Summary of Operating Budget Priorities for FY 2007-08:</b>   |  | <b>FUNDING</b>             |                        |                |              |              | <b>FTEs</b>  |             |              |              |
|---|--|----------------------------|------------------------|----------------|--------------|--------------|--------------|-------------|--------------|--------------|
|   |  | <b>State Non-Recurring</b> | <b>State Recurring</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> | <b>State</b> | <b>Fed.</b> | <b>Other</b> | <b>Total</b> |
| Priority No.: 1   | Title: Electronic Archives Development | \$218,000                  | \$9,000                | 0              | 0            | \$227,000    | 0            | 0           | 0            | 0.00         |
| Strategic Goal No. Referenced in <u>Item C Above (if applicable):</u><br>Goal VI<br>Activity Number & Name: 857 Archival Services |  |                            |                        |                |              |              |              |             |              |              |
| Priority No.: 2   | Title: Upgrading On-site Public Access | \$40,000                   | 0                      | 0              | 0            | \$40,000     | 0            | 0           | 0            | 0.00         |
| Strategic Goal No. Referenced in <u>Item C Above (if applicable):</u><br>Goal VI<br>Activity Number & Name: 857 Archival Services |  |                            |                        |                |              |              |              |             |              |              |

| Summary of Operating Budget<br>Priorities for FY 2007-08:   |  | FUNDING                 |                    |         |       |           | FTEs  |      |       |       |
|---|--|-------------------------|--------------------|---------|-------|-----------|-------|------|-------|-------|
|   |  | State Non-<br>Recurring | State<br>Recurring | Federal | Other | Total     | State | Fed. | Other | Total |
| Priority<br>No.: 3  | Title: Project Review<br>Assistant                     | 0                       | \$35,000           | 0       | 0     | \$35,000  | 0     | 0    | 0     | 0.00  |
| Strategic Goal No. Referenced in<br><u>Item C Above (if applicable):</u><br>Goal V<br>Activity Number & Name: 860<br>State Historic Preservation<br>Program |  |                         |                    |         |       |           |       |      |       |       |
| Priority<br>No.: 4  | Title: Historical<br>Records Access<br>Archivist       | 0                       | \$44,000           | 0       | 0     | \$44,000  | 0     | 0    | 0     | 0.00  |
| Strategic Goal No. Referenced in<br><u>Item C Above (if applicable):</u><br>Goal IV<br>Activity Number & Name: 857<br>Archival Services                     |  |                         |                    |         |       |           |       |      |       |       |
| Priority<br>No.: 5  | Title: Preserving<br>SC's African<br>American Heritage | 0                       | \$35,000           | 0       | 0     | \$35,000  | 0     | 0    | 0     | 0.00  |
| Strategic Goal No. Referenced in<br><u>Item C Above (if applicable):</u><br>Goal I<br>Activity Number & Name: 860<br>Historical Services                    |  |                         |                    |         |       |           |       |      |       |       |
| Priority<br>No.: 6  | Title: Historical<br>Records<br>Microfilming           | \$150,000               | 0                  | 0       | 0     | \$150,000 | 0     | 0    | 0     | 0.00  |

| Summary of Operating Budget<br>Priorities for FY 2007-08:   |  | FUNDING             |                 |         |       |           | FTEs  |      |       |       |
|---|--|---------------------|-----------------|---------|-------|-----------|-------|------|-------|-------|
|   |  | State Non-Recurring | State Recurring | Federal | Other | Total     | State | Fed. | Other | Total |
| Strategic Goal No. Referenced in<br><u>Item C Above (if applicable):</u><br>Goal VI<br>Activity Number & Name: 859<br>Micrographics and Photocopy<br>Services |  |                     |                 |         |       |           |       |      |       |       |
| Priority No.: 7   | Title: Internet Archives Service                   | 0                   | \$10,000        | 0       | 0     | \$10,000  | 0     | 0    | 0     | 0.00  |
| Strategic Goal No. Referenced in<br><u>Item C Above (if applicable):</u><br>Goal VI<br>Activity Number & Name: 857<br>Archival Services                       |  |                     |                 |         |       |           |       |      |       |       |
| Priority No.: 8   | Title: High Volume Scanning/Microfilming Equipment | \$165,000           | 0               | 0       | 0     | \$165,000 | 0     | 0    | 0     | 0.00  |
| Strategic Goal No. Referenced in<br><u>Item C Above (if applicable):</u><br>Goal VI<br>Activity Number & Name: 859<br>Micrographics and Photocopy<br>Services |  |                     |                 |         |       |           |       |      |       |       |
| Priority No.: 9   | Title: Survey of Historic Properties               | \$215,000           | 0               | 0       | 0     | \$215,000 | 0     | 0    | 0     | 0.00  |
| Strategic Goal No. Referenced in<br><u>Item C Above (if applicable):</u><br>Goal I<br>Activity Number & Name: 860<br>State Historic Preservation<br>Program   |  |                     |                 |         |       |           |       |      |       |       |
| TOTAL OF ALL PRIORITIES   |  | \$788,000           | \$133,000       | \$ 0    | \$ 0  | \$921,000 | 0.00  | 0.00 | 0.00  | 0.00  |

E. Agency Recurring Base Appropriation:

State \$3,920,641  
Federal \$ 819,606  
Other \$1,728,669

F. Efficiency Measures: During the past year most of our efficient measures decreased, reflecting the loss of staff members in each of our programs. However, in some areas we managed to maintain our current effectiveness, which we consider increased effectiveness given the resources available.

- The length of time it requires us to approve records retention schedules have remained unchanged, despite a smaller staff. (Section 7.2f)
- The % of state- or federally-funded or permitted projects reviewed within 30 days has remained constant although the number of projects has increased.
- Despite losing 25% of our staff in the Records Center we were still able to provide a cost-avoidance to state agencies comparable with that in past years. (Section 7.5)

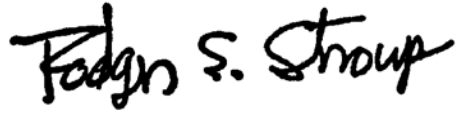
G.

| Summary of Capital Budget Priorities:  |   |              | Additional<br>State Funds | Previously<br>Authorized State<br>Funds | Total Other<br>Fund<br>Sources | Project<br>Total |
|--|---|--------------|---------------------------|---|--------------------------------|------------------|
| Priority No.:                          | <u>Project Name:</u><br>Activity Number & Name: | Project No*: | 0                         | 0                                       | 0                              | \$ 0             |
| Priority No.:                          | <u>Project Name:</u><br>Activity Number & Name: | Project No*: | 0                         | 0                                       | 0                              | \$ 0             |
| Priority No.:                          | <u>Project Name:</u><br>Activity Number & Name: | Project No*: | 0                         | 0                                       | 0                              | \$ 0             |
| TOTAL OF ALL CAPITAL BUDGET PRIORITIES |   |              | \$ 0                      | \$ 0                                    | \$ 0                           | \$ 0             |

\* If applicable

H. Number of Proviso Changes: None

I. Signature/Agency Contacts/Telephone Numbers:



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## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Priority No. \_1\_ of \_9\_
- C. (1) Title: Electronic Archives Development  
(2) Summary Description: This request is for equipment and software to facilitate the next steps in developing an electronic records Archives. Funding will ensure that we are better equipped to manage and make available electronic/digitized historical records received from state agencies and local governments for archival retention and public access. Included in this request is replacement/upgrading of electronic/digital equipment/storage, including upgrading Department computer operations and security to enhance document services to the public onsite and via the Internet. With this new equipment and software the Archives can expand the digitization of its historical records holdings and continue transfer of electronic/digital files from state agencies and local governments for archival retention/research. Having the adequate equipment and software is fundamental to the Archives providing 21<sup>st</sup> century services to SC government and the public.  
  
(3) Strategic Goal/Action Plan (*if applicable*): GOAL VI: Enhance preservation of and access to SC state and local government records, STRATEGY 4: Increase accessibility to the Archives' historical records through arrangement and description, microfilming and conservation, and online access to selected records series.
- D. Budget Program Number and Name: III / Archives and Records Management
- E. Agency Activity Number and Name: 857 / Archival Services
- F. Detailed Justification for Funding  
  
(1) Justification for Funding Increase: (a) The purchase of the equipment/software will allow the Archives to expand its digital imaging to new series of historical records and archival retention and management of state and local government electronic digital files. Key measurements will be sustaining/increasing the output of digital images for public access via the Web and quantity of state and local government electronic digital files transferred for archival retention/research. (b) There is no base funding for this equipment/software. Without the new equipment/software, our ongoing operations will be hampered by equipment breakdown and obsolescence and lack of capacity and functionality required for an up to date Archives. (c) This is a program unique to the Archives, as the Archives acts as the central repository for historical state government records. The documentation of state government activities has moved from a paper records environment to an electronic/digital one and requires adequate resources for the Archives to fulfill its mission responsibilities. (d) Continuation of the Archives' digital program is essential for improved citizen access to historical South Carolina government records. (e) There are no other sources of funding for

this request. The program is essential to fulfill the Archives' mandate to make its records holdings accessible and ensure long-term availability of electronic/digital records. (f) General Fund appropriation is insufficient for even basic Archives' operations. To make up for this shortfall, we have had to rely on the marketing of our microfilm services to public and private sector entities for needed funds, thereby neglecting at risk local government records that should be preserved on microfilm by the Archives. There are no funds of any kind available to fund new equipment/software.

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b>      |
|---|--|--------------------------------------|----------------|--------------|-------------------|
| <b>Personnel:</b>   |  |                                      |                |              |                   |
| (a) Number of FTEs*   |  |                                      |                |              | 0.00              |
| (b) Personal Service  |  |                                      |                |              | \$ 0              |
| (c) Employer Contributions  |  |                                      |                |              | \$ 0              |
|   |  |                                      |                |              |                   |
| Program/Case Services   |  |                                      |                |              | \$ 0              |
| Pass-Through Funds  |  |                                      |                |              | \$ 0              |
| Other Operating Expenses  | \$218,000                                | \$9,000                              |                |              | \$ 227,000        |
|   |  |                                      |                |              |                   |
| <b>Total</b>  | <b>\$ 218,000</b>                        | <b>\$ 9,000</b>                      | <b>\$ 0</b>    | <b>\$ 0</b>  | <b>\$ 227,000</b> |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |                   |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$1,549,318 |
| Federal | \$ 118,561  |
| Other   | \$ 263,100  |

(4) Is this priority associated with a Capital Budget Priority? N/A. If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

G. Detailed Justification for FTEs

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

State \_\_\_\_\_

Federal \_\_\_\_\_

Other \_\_\_\_\_

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_

% Vacant \_\_\_\_\_%

H. Other Comments:

## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Priority No. 2 of 9
- C. (1) Title: Upgrading On-site Public Access  
(2) Summary Description: Most of the microfilm readers and copy machines available for public use in the Archives' Reference Room were purchased before or shortly after the move of the Archives to its present facility in mid-1998. Replacements are needed for equipment that has broken down and/or is approaching the end of its usefulness in such a high use setting.  
(3) Strategic Goal/Action Plan (*if applicable*): GOAL VI: Enhance preservation of and access to SC state and local government records.
- D. Budget Program Number and Name: III / Archives and Records Management
- E. Agency Activity Number and Name: 857 / Archival Services
- F. Detailed Justification for Funding  
(1) Justification for Funding Increase: (a) The replacement of aging/defective equipment will help restore the Archives' high level of services to the public. A regular complaint by onsite researchers is malfunctioning equipment and seating. A success measure will be a reduction of such complaints. (b) There is no base funding for the replacement of this equipment, most of which was purchased in the late 1990s. Without replacement our ongoing services to the public will decline further. (c) The Reference Room is a function program unique to the Archives. (d) The Reference Room is the most publicly visible aspect of the Archives' operations, receiving thousands of visitors per year. (e) After years of budget cuts the funding for the Archives is inadequate for even the most basic operations. To make up for our annual shortfall we have to rely on the marketing of our microfilm services to public and private sector entities for needed funds, thereby neglecting at risk local government records that should be preserved on microfilm by the Archives. There are no funds of any kind to fund new equipment.

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b>    |
|---|--|--------------------------------------|----------------|--------------|-----------------|
| <b>Personnel:</b>   |  |                                      |                |              |                 |
| (a) Number of FTEs*   |  |                                      |                |              | 0.00            |
| (b) Personal Service  |  |                                      |                |              | \$ 0            |
| (c) Employer Contributions  |  |                                      |                |              | \$ 0            |
|   |  |                                      |                |              |                 |
| Program/Case Services   |  |                                      |                |              | \$ 0            |
| Pass-Through Funds  |  |                                      |                |              | \$ 0            |
| Other Operating Expenses  | \$40,000                                 |                                      |                |              | \$40,000        |
|   |  |                                      |                |              |                 |
| <b>Total</b>  | <b>\$40,000</b>                          | <b>\$ 0</b>                          | <b>\$ 0</b>    | <b>\$ 0</b>  | <b>\$40,000</b> |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |                 |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$1,549,318 |
| Federal | \$ 118,561  |
| Other   | \$ 263,100  |

(4) Is this priority associated with a Capital Budget Priority?     N/A     If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

G. Detailed Justification for FTEs

(e) Justification for New FTEs

- a. Justification:
- b. Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

State \_\_\_\_\_  
Federal \_\_\_\_\_  
Other \_\_\_\_\_

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_

% Vacant \_\_\_\_\_%

H. Other Comments:

## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Priority No. 3 of 9
- C. (1) Title: Project Review Assistant  
(2) Summary Description: The Historical Services division of the agency reviews and comments on the impact of federal and some state-assisted actions on historic properties. (The legal mandates for these reviews are the National Historic Preservation Act of 1966, the SC Coastal Zone Management Act, and the South Carolina Mining Act.) Although we have lost 2 of 5 staff positions on our review staff since the 1990s, our workload has increased. In FY 2005-2006, we completed 1,857 reviews. The agency needs funding for a project review assistant position to continue to review projects in an effective and timely manner.  
(3) Strategic Goal/Action Plan (*if applicable*): Goal V: To continue to ensure our journey of excellence by evaluating effectiveness and improving our programs.
- D. Budget Program Number and Name: IV / Historical Services
- E. Agency Activity Number and Name: 860 / State Historic Preservation Program
- F. Detailed Justification for Funding  
(1) Justification for Funding Increase: (a) A project review assistant will review and respond to routine projects and provide technical and administrative assistance to our archaeologists and historian. This will allow the professional staff to focus on the more complex projects. The new position will allow the agency to provide quicker and more effective service to our customers, which include state agencies (DHEC-OCRM, SCDOT, DHEC-Mining and Solid Waste Management, DNR, SCPRT, etc.), local governments, and developers. In FY 2005-06, we completed 95% of 1,857 reviews within 30 days, and our review time averaged 17 days. Due to the large workloads and constant deadlines we are not able to retain staff in these positions. (b) With the addition of a project review assistant, we will improve our response time, provide more assistance to our customers including more site visits, and enhance the information we have available in our geographic information system (GIS). (c) We review projects of a number of state agencies, but we work most closely in helping DHEC-OCRM fulfill the mandates of the Coastal Zone Management Act, which requires consideration of the impact of development on historic and archaeological sites. (d) This is a high priority because our review of federal and state-assisted projects must be efficient and effective to facilitate development activities while protecting the state's heritage. (e) N/A. (f) The agency has no State funds to use for this purpose.

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|---|--|--------------------------------------|----------------|--------------|--------------|
| <b>Personnel:</b>   |  |                                      |                |              |              |
| (a) Number of FTEs*   |  | 0                                    |                |              | 0.00         |
| (b) Personal Service  |  | \$28,000                             |                |              | \$28,000     |
| (c) Employer Contributions  |  | \$7,000                              |                |              | \$7,000      |
|   |  |                                      |                |              |              |
| Program/Case Services   |  |                                      |                |              | \$ 0         |
| Pass-Through Funds  |  |                                      |                |              | \$ 0         |
| Other Operating Expenses  |  |                                      |                |              | \$ 0         |
|   |  |                                      |                |              |              |
| <b>Total</b>  | \$ 0                                     | \$35,000                             | \$ 0           | \$ 0         | \$35,000     |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |              |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$ 259,052  |
| Federal | \$ 380,530  |
| Other   | \$1,041,420 |

(4) Is this priority associated with a Capital Budget Priority?     N/A     If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

G. Detailed Justification for FTEs

(f) Justification for New FTEs

- Justification:
- Future Impact on Operating Expenses or Facility Requirements:



(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

State    \_\_\_13\_\_\_  
Federal   \_\_\_0\_\_\_  
Other     \_\_\_6\_\_\_

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_

% Vacant            \_\_\_\_\_%

H. Other Comments:

## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Priority No. 4 of 9
- C. (1) Title: Historical Records Access Archivist  
(2) Summary Description: Among the Archives' staff lost to budget cuts over the past five years have been archivists who preserve and prepare historical state and local government records for onsite and online use by the public. This request is for a staff archivist to assist in performing those important functions and archival supplies to support his/her activities.  
(3) Strategic Goal/Action Plan (*if applicable*): GOAL IV: To increase and enhance preservation of an access to South Carolina state and local government records, Strategy 5: Increase accessibility to the Archives' historical records through arrangement and description, microfilming and conservation, and online access to selected records series.
- D. Budget Program Number and Name: III / Archives and Records Management
- E. Agency Activity Number and Name: 857 / Archival Services
- F. Detailed Justification for Funding
  - (1) Justification for Funding Increase: (a) This request is for an activity that is basic to the Archives' mission: preserving and making accessible for onsite and online use Archives holdings of historical state and local government records. Measures include quantity of records preserved and prepared for public access. There is no Accountability Report reference to this activity as the Archives has not been able to conduct it in any significant/sustained fashion since losing staff in 2001/2002. (b) As noted above, we are not able to do the necessary preservation/preparation of historical records due to the loss of base budget resources beginning in FY 2001. (c) This is a program unique to the Archives. (d) This is a basic archival function. Unless historical records and properly preserved and prepared for use, they will be unavailable to the public both on-site and online. (e) There are no other available sources of funding. This is the State's responsibility as this relates to administering the State's archives. *SC Code of Laws* 60-11-30 (1). (f) Current resources are barely adequate for current operations. Additional resources are needed for this service improvement.

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|---|--|--------------------------------------|----------------|--------------|--------------|
| <b>Personnel:</b>   |  |                                      |                |              |              |
| (a) Number of FTEs*   |  |                                      |                |              | 0.00         |
| (b) Personal Service  |  | \$32,000                             |                |              | \$32,000     |
| (c) Employer Contributions  |  | \$9,000                              |                |              | \$ 9,000     |
|   |  |                                      |                |              |              |
| Program/Case Services   |  |                                      |                |              | \$ 0         |
| Pass-Through Funds  |  |                                      |                |              | \$ 0         |
| Other Operating Expenses  |  | \$3,000                              |                |              | \$3,000      |
|   |  |                                      |                |              |              |
| <b>Total</b>  | \$ 0                                     | \$44,000                             | \$ 0           | \$ 0         | \$44,000     |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |              |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$1,549,318 |
| Federal | \$ 118,561  |
| Other   | \$ 263,100  |

(4) Is this priority associated with a Capital Budget Priority?     N/A     If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

G. Detailed Justification for FTEs

(e) Justification for New FTEs

- Justification:
- Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

State    \_\_\_41\_\_\_  
Federal   \_\_\_0\_\_\_  
Other     \_\_\_1\_\_\_

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_

% Vacant            \_\_\_\_\_%

H. Other Comments:

## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Priority No. 5 of 9
- C. (1) Title: Preserving South Carolina's African-American Heritage  
(2) Summary Description: These funds will allow us to continue funding an African American heritage specialist on our staff. This position, which serves South Carolinians throughout the state, assists individuals and organizations with nominating African American historic places to the National Register of Historic Places and erecting South Carolina Historical Markers to recognize them. The position also provides technical assistance to groups seeking to preserve these places and promotes our African American heritage through presentations, workshops, and publications.  
(3) Strategic Goal/Action Plan (*if applicable*): Goal I: To promote and encourage understanding, appreciation, and preservation of the state's history and heritage.
- D. Budget Program Number and Name: IV / Historical Services
- E. Agency Activity Number and Name: 860 / State Historic Preservation Program
- F. Detailed Justification for Funding
  - (1) Justification for Funding Increase: (a) Although almost one-third of South Carolina's population is African American and the state has a particularly rich African American heritage, only a small percentage of the state's Historical Markers and National Register listings recognize African American history. In addition, African American historic places are often at risk of being lost. We were able to add an African American heritage specialist to our staff in FY 2005-06. During this time the number of Historical Markers associated with African American history increased by 5% and the number of National Register listings by 9%. In addition, we significantly increased the number of African Americans at our statewide preservation conference, enhanced our network of African American individuals and organizations, added an American heritage section to our website, and much more. The position has also worked closely with the SC National Heritage Corridor. (b) The African American Heritage Specialist position was funded in FY 2005-06 and will be funded in FY 2006-07 using federal funds and part of the \$25,000 the General Assembly included in our budget in 2004-05 for the African American Heritage Commission. Using federal grant funds for this effort, however, has reduced the amount for much needed historic preservation grants. We need this requested additional funding to ensure the long-term future of the position. It will also allow more of the \$25,000 appropriated by the General Assembly to be used by the African American Heritage Commission for operational funds. (c) Continuing this position will allow us to enhance our cooperation with other agencies with an interest in African American heritage including the Department of Parks, Recreation and Tourism; the SC Arts

Commission; the State Museum; and the SC National Heritage Corridor. (d) This is a high priority for funding because it will allow the agency to fulfill its mission relating to African American history and heritage. (e) N/A. (f) The agency has no other State funds to use for this purpose.

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|---|--|--------------------------------------|----------------|--------------|--------------|
| <b>Personnel:</b>   |  |                                      |                |              |              |
| (a) Number of FTEs*   |  |                                      |                |              | 0.00         |
| (b) Personal Service  |  | \$28,000                             |                |              | \$28,000     |
| (c) Employer Contributions  |  | \$7,000                              |                |              | \$7,000      |
|   |  |                                      |                |              |              |
| Program/Case Services   |  |                                      |                |              | \$ 0         |
| Pass-Through Funds  |  |                                      |                |              | \$ 0         |
| Other Operating Expenses  |  |                                      |                |              | \$ 0         |
|   |  |                                      |                |              |              |
| <b>Total</b>  | \$ 0                                     | \$35,000                             | \$ 0           | \$ 0         | \$35,000     |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |              |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$ 259,052  |
| Federal | \$ 380,530  |
| Other   | \$1,041,420 |

(4) Is this priority associated with a Capital Budget Priority?     N/A     If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

#### G. Detailed Justification for FTEs

(f) Justification for New FTEs

- Justification:
- Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

State     \_\_\_13\_\_\_  
Federal   \_\_\_0\_\_\_  
Other     \_\_\_6\_\_\_

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_

% Vacant           \_\_\_\_\_%

H. Other Comments:

## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Priority No. 6 of 9
- C. (1) Title: Historical Records Microfilming  
(2) Summary Description: Archives has statewide responsibility for historical state and local government records. This funding request is to preserve and make accessible on microfilm historically-significant government records. Included are records in the counties dating from the 19<sup>th</sup> through the mid 20<sup>th</sup> centuries and state and local government records at the Archives. Filming the latter records is necessary to increase storage space use available for new accessions of historical records and avoid a future capital request for a building expansion. Based on a physical, on-site, survey in all 46 counties, the Archives has determined that there is a vast quantity of historical records in all of the counties requiring microfilming to properly preserve and make them available for research (see attached list of selected records in each county eligible for microfilming), and it would take many years to complete. Copies of the microfilms produced under this funding will be made for public use at the Archives and in the counties.  
(3) Strategic Goal/Action Plan (*if applicable*): GOAL VI: Enhance preservation of and access to SC state and local government records, Strategy 1: Microfilm historically significant local government records.
- D. Budget Program Number and Name: III / Archives and Records Management
- E. Agency Activity Number and Name: 859 / Micrographics and Photocopy Services
- F. Detailed Justification for Funding  
(1) Justification for Funding Increase: (a) The microfilming of historical state and local government records is an activity directly related to the Archives' mission to "preserve and promote South Carolina's documentary heritage." The expected outcome is the preservation of older historical records on a proven long- term preservation medium, microfilm. The effectiveness measure for this program will be the amount of historical records prepared for and microfilmed each year. This priority relates to the Department's FY 2004-2005 Accountability Report section 7.2 (g), Mission Accomplishment, page 35. We collaborate with South Carolina local governments in identifying historical records for transfer to the Archives for microfilming. Relatively recent and extensive records series will be selected from the Archives' environmentally controlled storage areas for microfilming to free up space for future accessions. (b) Without additional funding, very little local government historical records would be microfilmed for preservation by the Archives and the Archives stack space will fill up in the next two to three years requiring a capital expenditure for an addition to the existing building. The Archives' base budget does not fund the microfilming of at risk local government records, as the microfilming program is dedicated to revenue-generation for the Department. The Archives' resources, therefore, are insufficient to address the magnitude of the county records microfilming needs uncovered in our on-site surveys (see attached list of selected



historical records in each county) and to perform preservation microfilming to free up space in the Archives records storage areas. (c) The counties are not addressing the preservation needs of their older historical records, having to deal with more pressing day to day administrative and service requirements. Funding this program will ensure that the Archives continues to make headway in the preservation of historically significant local government records. Previous supplemental funding has resulted in the preservation of nearly 2,000,000 pages of important older county records. Unless the Archives acts, these records will continue to be at risk of damage, loss, and destruction. If the Archives does not reduce the space occupied by paper records in its stacks, capital funds will be required for expansion of the present facility to accommodate future accessions of state and local government historical records. (d) This is considered a priority for funding because it directly relates to the Archives mission to preserve South Carolina's historical records. (e) There are no other sources of funding for the microfilming of historically-significant state and local government records. (f) Current resources are not available to address the problem. The Archives will microfilm the county and state records so that they not only meet or exceed quality standards, but also at a cost lower than that of commercial firms filming comparable records (since they focus on more recent and more uniform office records). The funds will allow for the hiring of contractual/temporary labor and the replacement of obsolete equipment

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b>     |
|---|--|--------------------------------------|----------------|--------------|------------------|
| <b>Personnel:</b>   |  |                                      |                |              |                  |
| (a) Number of FTEs*   |  |                                      |                |              | 0.00             |
| (b) Personal Service  |  |                                      |                |              | \$ 0             |
| (c) Employer Contributions  |  |                                      |                |              | \$ 0             |
|   |  |                                      |                |              |                  |
| Program/Case Services   |  |                                      |                |              | \$ 0             |
| Pass-Through Funds  |  |                                      |                |              | \$ 0             |
| Other Operating Expenses  | \$150,000                                |                                      |                |              | \$150,000        |
|   |  |                                      |                |              |                  |
| <b>Total</b>  | <b>\$150,000</b>                         | <b>\$ 0</b>                          | <b>\$ 0</b>    | <b>\$ 0</b>  | <b>\$150,000</b> |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |                  |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$1,549,318 |
| Federal | \$ 118,561  |
| Other   | \$ 263,100  |

(4) Is this priority associated with a Capital Budget Priority? N/A If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

G. Detailed Justification for FTEs

(g) Justification for New FTEs

- a. Justification:
- b. Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

|         |              |
|---------|--------------|
| State   | _____41_____ |
| Federal | _____0_____  |
| Other   | _____1_____  |

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_

% Vacant \_\_\_\_\_%

H. Other Comments:

**A SELECTED LISTING  
COUNTY HISTORICAL RECORDS  
REQUIRING MICROFILMING**

**AUGUST 2006**

*The following is a selected list of historically-significant records in South Carolina's counties requiring microfilming. It is based upon visits to all forty-six counties by Department of Archives and History staff. A complete listing of all the historically-significant county records requiring microfilming is available on the Archives Internet homepage, <http://www.state.sc.us/scdah/mfmcnty/countymfm.htm>*

*Note: An asterisk indicates that a significant number of a county's records have been either transferred to the Department of Archives and History or are already microfilmed.*

**ABBEVILLE-Established 1785**

Clerk of Court, Abstract of Judgments, 1922-1950.

Clerk of Court, Common Pleas Journals (Minutes), 1900-1950.

Clerk of Court, General Sessions Journals, 1907-present.

Commissioner of Locations, Ninety-Six District South Side of the Saluda River, Plat Books, 1784-1785.

**AIKEN-Established 1871**

Auditor, Conveyance Books, 1871-1920.

Auditor, Dispensary General Ledger, 1893-1920.

Probate Judge, Will Book, 1904-1950.

**ALLENDALE COUNTY-Established 1919**

Auditor, Conveyance Books, 1930-Present (These received some water damage as a result of the 5/18/98 Courthouse fire; microfilm necessary for long-term preservation).

Clerk of Court, General Sessions Papers, 1919-1950.

Clerk of Court, Military Discharge Records, 1919-1945.

**ANDERSON COUNTY-Established 1826**

Clerk of Court, Common Pleas Calendars, 1870-Present.

Clerk of Court, Common Pleas Files Books, 1881-1950.

Clerk of Court, Common Pleas Judgment Rolls, 1903-1950.

Probate Judge, Will Book, 1902-Present.

**BAMBERG COUNTY-Established 1897**

Auditor, Tax Duplicates, 1897-1921.

Auditor's Conveyance Books, 1898-1920.

Clerk of Court, Common Pleas Journals, 1898-1903; 1941-1988.

Clerk of Court, Common Pleas Calendars, 1897-1950.

**BARNWELL COUNTY-Established 1800**

Auditor, Tax Duplicate Books, 1869-1920.

Auditor, Conveyance Books, 1905-1950.

Probate Judge, Confederate Pension Papers, 1919-1939.

Probate Judge, Confederate Pension Roll Book, 1919-1921.

Court of the Ordinary, Minute Book, 1819-1858.

**BEAUFORT COUNTY-Established 1785\***

Clerk of Court, Confederate Veterans Enrollment Book, 1919-1921.

Clerk of Court, Register of Physicians and Surgeons, 1882-Present.

Clerk of Court, Criminal Statistics, 1900-1929.

**BERKELEY COUNTY-Established 1882**

Clerk of Court, Report Book, 1891-1918.

Clerk of Court office holds Treasurer's Tax Duplicates from St. Stephens, Christ Church, Goose Creek Tax Districts, 1884.

Probate Judge, Confederate Pension Rolls, 1936-1962.

Probate Judge, Marriage Registers, 1911-1950.

**CALHOUN COUNTY-Established 1908**

Clerk of Court, Common Pleas Journals, 1908-1960.

Clerk of Court, Abstract of Judgments, 1910-1950.

Clerk of Court, Confederate Pension Record Book, 1919-1941.

Probate Judge, Will Books, 1908-1950.

**CHARLESTON COUNTY-Established 1785\***

Auditor, Tax Duplicates, 1870-1921.

Clerk of Court, General Sessions Papers, 1900-1950.

Clerk of Court, General Sessions Journals, 1892-1950.

Clerk of Court, Register of Public Officials, 1910-Present.

**CHEROKEE COUNTY-Established 1897**

Clerk of Court, Register of Public Officials, 1897-Present.

Clerk of Court, Abstract of Judgments, 1897-1950.

Clerk of Court, Judgment Rolls, 1897-1916.

**CHESTER COUNTY-Established 1785**

Auditor, Tax Duplicate Books, 1870-1921.

Auditor, Conveyance Books, 1901-1950.

Clerk of Court, Summary Process Papers, 1803-1857.

Clerk of Court, Judgment Rolls, 1800-1950.

.

**CHESTERFIELD COUNTY-Established 1785**

Auditor, Conveyance Books, 1883-1950.

Clerk of Court, Miscellaneous Record Book, 1893-1950.

Clerk of Court, Judgment Rolls, 1902-1950.

**CLARENDON COUNTY-Established 1785**

Clerk of Court, Judgment Rolls, 1927-1950.

Clerk of Court, General Sessions Journals, 1985-Present.

Clerk of Court, Military Discharge Records, 1919-Present.

**COLLETON COUNTY-Established 1798**

Clerk of Court, General Sessions Papers, 1800-1950.

Probate Judge, Confederate Veteran's Enrollment Book, c. 1900.

**DARLINGTON COUNTY-Established 1785**

Clerk of Court, Judgment Rolls, 1807-1910.

Clerk of Court, Equity Rolls and Minute Book, 1803-1871.

Clerk of Court, Common Pleas Minute Books, 1801-1882.

**DILLON COUNTY-Established 1910**

Clerk of Court, Abstract of Judgments, 1910-1950.

Clerk of Court, Judgment Rolls, 1910-1950.

**DORCHESTER COUNTY-Established 1897**

Clerk of Court, Abstract of Judgments, 1897-1950.

**EDGEFIELD COUNTY-Established 1785**

Auditor, Tax Duplicates, 1868-1902, 1905, 1908, 1910, 1912-1917, 1919-1920.

Clerk of Court, Common Pleas, Case Files, 1890-1950.

Clerk of Court, General Sessions Journals, 1880-1950.

Clerk of Court, Confederate Pension Rolls, 1889-1905.

Clerk of Court, Meeting Minutes of the Pension Board, 1901-1903.

**FAIRFIELD COUNTY-Established 1785**

Auditor's Conveyances Books, 1920s-1950.

Clerk of Court, Judgment Rolls, 1872-1950.

Register of Deeds, Real Estate Mortgages, 1904-1950.

**FLORENCE COUNTY-Established 1888**

Clerk of Court, Judgment Rolls, 1928-1950.

Probate Judge, Confederate Pension Record, 1916-1934.

**GEORGETOWN COUNTY-Established 1785**

Clerk of Court, Charter Book #2, 1912-1958

Clerk of Court, General Sessions Papers, 1887-1921.

Clerk of Court, Contingent Docket, 1867-1928.

**GREENVILLE COUNTY-Established 1786\***

Clerk of Court, Military Discharge Records, 1919-Present.

**GREENWOOD COUNTY-Established 1897**

Clerk of Court, Judgment Rolls, 1897-1950.

Clerk of Court, Common Pleas Calendars, 1897-1950.

Clerk of Court, Common Pleas Journals, 1897-1950.

Clerk of Court, Contingent Dockets, 1907-1956.

Clerk of Court, Military Discharge Records, 1925-1950.

**HAMPTON COUNTY-Established 1878**

Auditor, Tax Duplicates, 1901-1921.

Clerk of Court, Democratic Club Rolls, 1928-1930.

Clerk of Court, Common Pleas Case Files, 1878-1950.

Clerk of Court, Judgment Rolls, 1878-1950.

Clerk of Court, Abstract of Judgments, 1878-1950.

Clerk of Court, Confederate Pension Record Book, c. 1890.

**HORRY COUNTY-Established 1801**

Clerk of Court, Judgment Rolls, 1914-1950.

Clerk of Court, General Sessions Dockets, 1854-1950.

**JASPER COUNTY-Established 1912**

Auditor, Tax Duplicate Books, 1940-Present.

**KERSHAW COUNTY-Established 1791**

Clerk of Court, General Sessions Journals, 1869-1950.

Clerk of Court, Equity Minute Book, 1864-1882.

**LANCASTER COUNTY-Established 1785\***

Clerk of Court, Judgment Rolls, 1927-1950.

Clerk of Court, Record of Pardons, 1895-Present.

**LAURENS COUNTY-Established 1785\***

Clerk of Court, Indigent Confederate Veterans Journal, 1922-1931.

Clerk of Court, Record Book of Military Discharge, 1919-1950.

Clerk of Court, General Sessions Papers, 1922-1950.

Probate Judge, Court of the Ordinary, Record Book, 1826-1834, 1836-1839.

Probate Judge, Court of the Ordinary, Day Book, 1834-1838.

**LEE COUNTY-Established 1902**

Auditor, Conveyance Books, 1903-1950.

Clerk of Court, Judgment Rolls, 1902-1950.



**LEXINGTON COUNTY-Established 1785\***

Probate Judge, Will Books, 1908-1950.

**MCCORMICK COUNTY-Established 1916**

Clerk of Court, Contract Book of SC Cotton Grower's Association, 1924.

Clerk of Court, Military Discharge Records, 1919-1950.

Treasurer, Tax Duplicate Books, 1921-1950.

**MARION COUNTY-Established 1798**

Auditor, Conveyance Book, 1871.

Clerk of Court, General Sessions Papers, 1808-1950.

Probate Judge, Confederate Pension Records, c. 1930's.

**MARLBORO COUNTY-Established 1785**

Clerk of Court, Register of Physicians and Surgeons, 1877-Present.

Clerk of Court, Record of Soldiers and Sailors from World War I, 1917-1919.

Clerk of Court, Military Discharge Records, 1922-1950.

Probate Judge, Estate Papers, 1915-Present.

**NEWBERRY COUNTY-Established 1785**

Clerk of Court, General Sessions Case Files, 1900-Present.

**OCONEE COUNTY-Established 1868**

Clerk of Court, Abstract of Judgments, 1868-1950.

Clerk of Court, Judgment Rolls, 1868-1950.

Clerk of Court, Pleadings and Judgments, 1868-1950

**ORANGEBURG COUNTY-Established 1785\***

Clerk of Court, Register of Physicians and Surgeons, 1883.

Register of Deeds, Record of Industrial Establishments Other Than Corporations, 1918-1950.

**PICKENS COUNTY-Established 1826**

Probate Judge, Marriage Licenses, 1911-1950.

Probate Judge, Marriage Register, 1911-1950.

Coroner's Minute Books, 1891-1956.

Tax Collector, Delinquent Tax Sale Books, 1927-1950.

**RICHLAND COUNTY-Established 1785\***

Clerk of Court, Register of Physicians and Surgeons, 1882-1970.

Clerk of Court, Abstract of Judgments, 1900-Present.

**SALUDA COUNTY-Established 1895**

Clerk of Court, Register of Elected Officials, 1916-1990.

Clerk of Court, Register of Physicians and Surgeons, 1899-1976.

Clerk of Court, Soldiers Discharge Record Book, 1918-1973.

Probate Judge, Will Books, 1897-1950.

**SPARTANBURG COUNTY-Established 1785**

Clerk of Court, General Sessions Journals, 1901-1950.

Clerk of Court, Common Pleas Journals, 1900-1950.

Probate Judge, Will Books, 1904-1950.

Probate Judge, Journals, 1908-1950.

**SUMTER COUNTY-Established 1798**

Auditor, Tax Duplicate Books, 1880-1921.

Clerk of Court, Ledger Books, 1818-1842.

Clerk of Court, Register of Physicians and Surgeons, 1849-1983.

Clerk of Court, Common Pleas Docket Books, 1819-1870; 1911-Present.

Clerk of Court, Confessions of Judgment before the Clerk, 1823-1866.

**UNION COUNTY-Established 1785**

Clerk of Court, General Sessions Papers, 1912-1950.

Probate Judge, Confederate Pension Papers, 1920-1940.

Treasurer, Tax Duplicate Books, 1921-1950.

**WILLIAMSBURG COUNTY-Established 1804**

Clerk of Court, Equity Rolls, 1871-1910.

Clerk of Court, Record of Military Discharges, 1919-1950.

Clerk of Court, Register of Physicians and Surgeons, 1910-1989.

Clerk of Court, Confederate Pension Rolls, 1891-1894.

Probate Judge, Will Books, 1882-1950.

**YORK COUNTY-Established 1785\***

Clerk of Court, Military Discharge Records, 1919-1950.

Clerk of Court, Sum Pro Decrees, 1800-1839.

Clerk of Court, Judgment Rolls, 1800-1950.

## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Priority No. 7 of 9
- C. (1) Title: Internet Archives Service  
(2) Summary Description: To fund the Archives' participation in a subscription service to preserve historically significant South Carolina government Internet-based content. Much SC government website content contains information and records that used to be created in paper form and eventually transferred to the Archives for long-term public access. Now this information is on agency websites and no provision made for capture and transfer to the Archives. Several states, including Virginia, North Carolina, and Alabama have found a low cost solution to this problem in a subscription service by the non-profit Archive-It. Archive-It (<http://www.archive-it.org/>), allows institutions to build, manage, and search their own web archive through a user friendly web application, without requiring any technical expertise. Through a web-based interface, users can capture, catalogue and archive designated web sites and then search and browse for research and other public access.  
(3) Strategic Goal/Action Plan (*if applicable*): GOAL VI: Enhance preservation of and access to SC state and local government records.
- D. Budget Program Number and Name: III / Archives and Records Management
- E. Agency Activity Number and Name: 857 / Archival Services
- F. Detailed Justification for Funding  
(1) Justification for Funding Increase: (a) This is a new activity with no established measurements. The first year will be a testing time, with arrangements made with agencies about capture of websites of archival significance. The Archives will collaborate with the State Library to determine if Archive-It will meet the Library's web publications needs as well. (b) Base funding is unavailable for this. If website capture is to be accomplished, it must be done with additional funds. (c) This is a unique program in SC state government, extending the Archives' traditional responsibilities for the State's archives to state agency Internet sites. (d) The Archives is charged with preserving and making available SC historically significant records. The documentation of state government activities has moved from a paper records environment to an electronic/digital one, exemplified by agency websites. The Archives must move with the times and the changes needed to fulfill its mission. (e) There are no other sources of funding for this activity. *Code of SC Laws* 30-1-100 charges the Archives a program to select and preserve government records. (f) Years of budget cuts have crippled the Archives in pursuing its mission effectively. Existing resources are barely enough to preserve state and local government paper records and beyond our ability altogether for web-based records and information. Additional funds are imperative to move forward into this new area like other state archives.

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|---|--|--------------------------------------|----------------|--------------|--------------|
| <b>Personnel:</b>   |  |                                      |                |              |              |
| (a) Number of FTEs*   |  |                                      |                |              | 0.00         |
| (b) Personal Service  |  |                                      |                |              | \$ 0         |
| (c) Employer Contributions  |  |                                      |                |              | \$ 0         |
|   |  |                                      |                |              |              |
| Program/Case Services   |  |                                      |                |              | \$ 0         |
| Pass-Through Funds  |  |                                      |                |              | \$ 0         |
| Other Operating Expenses  |  | \$10,000                             |                |              | \$10,000     |
|   |  |                                      |                |              |              |
| <b>Total</b>  | \$ 0                                     | \$10,000                             | \$ 0           | \$ 0         | \$10,000     |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |              |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$1,549,318 |
| Federal | \$ 118,561  |
| Other   | \$ 263,100  |

(4) Is this priority associated with a Capital Budget Priority?       N/A       If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

G. Detailed Justification for FTEs

(h) Justification for New FTEs

a. Justification:

b. Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

State \_\_\_\_\_  
Federal \_\_\_\_\_  
Other \_\_\_\_\_

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_  
% Vacant \_\_\_\_\_%

H. Other Comments:

## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name:
- B. Priority No. 8 of 9
- C. (1) Title: High Volume Scanning/Microfilming Equipment  
(2) Summary Description: The Archives has millions of pages of historical records on microfilm that should be converted to scanned images for wider public access via the Internet. There are also many historical state and local government records in digital form that should be converted to microfilm for long-term preservation and security in the event of disaster. The Archives requires funding for the equipment to conduct these necessary high volume conversions. The requested equipment has become standard at many state archives and the National Archives.  
(3) Strategic Goal/Action Plan (*if applicable*): Goal VI: Enhance preservation of and access to SC state and local government records, STRATEGY 4: Increase accessibility to the Archives' historical records through arrangement and description, microfilming and conservation, and online access to selected records series.
- D. Budget Program Number and Name: III / Archives and Records Management
- E. Agency Activity Number and Name: 859 / Micrographics and Photocopy Services
- F. Detailed Justification for Funding
  - (1) Justification for Funding Increase: (a) Specialized equipment to ensure that the Archives can begin grappling with the challenges posed by digital technology for wider access and long-term preservation. The number of pages converted per year will be the basic measure for accountability. (b) There is no base funding for this activity. The additional funding is needed for the Archives to move pro-actively into digital media. (c) This is a program unique to the Archives, as the Archives acts as the central repository for South Carolina's historical state government records. The new program does, however, have the potential to provide services to state and local government for historical records now at the Archives or in state and local government offices. The equipment requested has become standard at many state archives and the National Archives. (d) The Archives' serves as the central repository of South Carolina's historically-significant state and local government records, the State's 'memory.' It is imperative that the Archives catch-up with the movement to digital government and services. (e) There are no other sources of funding for this request. The program is essential to fulfill the Archives' mandate to preserve the State's historical records and make them accessible. (f) General Fund appropriation is insufficient for even basic Archives operations. To make up for this shortfall, we have had to rely on the marketing of our traditional microfilm capacity as a fee-based service to public and private sector entities for needed funds, thereby neglecting at-risk local government records that should be preserved on microfilm by the Archives and

the upgrading of our equipment to cope with the digital challenge. There are no funds of any kind available to fund new equipment. Most of our existing microfilm equipment dates from the 1970s and 1980s.

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|---|--|--------------------------------------|----------------|--------------|--------------|
| <b>Personnel:</b>   |  |                                      |                |              |              |
| (a) Number of FTEs*   |  |                                      |                |              | 0.00         |
| (b) Personal Service  |  |                                      |                |              | \$ 0         |
| (c) Employer Contributions  |  |                                      |                |              | \$ 0         |
|   |  |                                      |                |              |              |
| Program/Case Services   |  |                                      |                |              | \$ 0         |
| Pass-Through Funds  |  |                                      |                |              | \$ 0         |
| Other Operating Expenses  | \$165,000                                |                                      |                |              | \$165,000    |
|   |  |                                      |                |              |              |
| <b>Total</b>  | \$165,000                                | \$ 0                                 | \$ 0           | \$ 0         | \$165,000    |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |              |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$1,549,318 |
| Federal | \$ 118,561  |
| Other   | \$ 263,100  |

(4) Is this priority associated with a Capital Budget Priority?     N/A     If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

G. Detailed Justification for FTEs

(i) Justification for New FTEs

- a. Justification:
- b. Future Impact on Operating Expenses or Facility Requirements:



(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

State \_\_\_\_\_  
Federal \_\_\_\_\_  
Other \_\_\_\_\_

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_  
% Vacant \_\_\_\_\_%

H. Other Comments:

## II. DETAILED JUSTIFICATION FOR FY 2007-08 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Priority No. \_9\_ of \_9\_
- C. (1) Title: Survey of Historic Properties  
(2) Summary Description: This would provide grants for surveys of historic buildings, structures, and sites in 4 or 5 counties. The county governments would be required to provide a match to make the funding go further. The data would be added to our geographic information system (GIS) and made available to state and federal agencies, local governments, and consultants for developers. The funds would also be used to provide a graduate assistantship to help with processing the survey data.  
(3) Strategic Goal/Action Plan (*if applicable*): Goal I: To promote and encourage understanding, appreciation, and preservation of the state's history and heritage.
- D. Budget Program Number and Name: IV / Historical Services
- E. Agency Activity Number and Name: 860 / State Historic Preservation Program
- F. Detailed Justification for Funding
  - (1) Justification for Funding Increase: (a) Archives and History maintains information about historic properties in our geographic information system (GIS). This information will soon be available to state and federal agencies, local governments, and consultants for developers on the Internet. The survey information helps state agencies and federal agencies and local governments plan and avoid last-minute conflicts. Yet, more than half of South Carolina's counties have not been surveyed for historic properties, including counties in the I-85 corridor that are experiencing rapid development. This initiative will result in photographs, map locations, and information about historic properties in 4 or 5 counties, which will be added to our GIS. (b) N/A (c) Among other agencies, this initiative will assist SCDOT with planning highway projects. (e) N/A. (f) The agency has no State funds to use for this purpose. Prior to 2001, we had federal funds available for this purpose, but State budget cuts have forced us to use the funds for staff positions to carry out mandated federal programs.

(2)

| <b>FY 2007-08 Cost Estimates:</b>   | <b>State<br/>Non-Recurring<br/>Funds</b> | <b>State<br/>Recurring<br/>Funds</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b>     |
|---|--|--------------------------------------|----------------|--------------|------------------|
| <b>Personnel:</b>   |  |                                      |                |              |                  |
| (a) Number of FTEs*   |  |                                      |                |              | 0.00             |
| (b) Personal Service  |  |                                      |                |              | \$ 0             |
| (c) Employer Contributions  |  |                                      |                |              | \$ 0             |
|   |  |                                      |                |              |                  |
| Program/Case Services   | \$200,000                                |                                      |                |              | \$200,000        |
| Pass-Through Funds  |  |                                      |                |              |                  |
| Other Operating Expenses  | \$15,000                                 |                                      |                |              | \$15,000         |
|   |  |                                      |                |              |                  |
| <b>Total</b>  | <b>\$215,000</b>                         | <b>\$ 0</b>                          | <b>\$ 0</b>    | <b>\$ 0</b>  | <b>\$215,000</b> |
| <i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i> |  |                                      |                |              |                  |

(3) Base Appropriation:

|         |             |
|---------|-------------|
| State   | \$ 259,052  |
| Federal | \$ 380,530  |
| Other   | \$1,041,420 |

(4) Is this priority associated with a Capital Budget Priority?     N/A     If yes, state Capital Budget Priority Number and Project Name: \_\_\_\_\_.

G. Detailed Justification for FTEs

(j) Justification for New FTEs

- Justification:
- Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

|                            | State | Federal | Earmarked | Restricted | Total |
|----------------------------|-------|---------|-----------|------------|-------|
| Position Title:            |       |         |           |            |       |
| (a) Number of FTEs         |       |         |           |            | 0.00  |
| (b) Personal Service       |       |         |           |            | \$ 0  |
| (c) Employer Contributions |       |         |           |            | \$ 0  |

(3) FTEs in Program Area per FY 2006-07 Appropriation Act:

State \_\_\_\_\_  
Federal \_\_\_\_\_  
Other \_\_\_\_\_

Agency-wide Vacant FTEs as of July 31, 2006: \_\_\_\_\_

% Vacant \_\_\_\_\_%

H. Other Comments:

### III. DETAILED JUSTIFICATION FOR CAPITAL BUDGET PRIORITIES

- A. Agency Section/Code/Name:
- B. Priority No. \_\_\_\_ of \_\_\_\_
- C. Strategic Goal/Action Plan *(if applicable)*:
- D. Project Name and Number *(if applicable)*:
- E. Agency Activity Number and Name:
- F. Description of Priority:
- G. Detailed Justification for Funding

(1) Justification for Funding Priority:

(2)

| <b>Total Project Cost<br/>Estimates:</b> | <b>Additional<br/>State Funds</b> | <b>Previously Authorized<br/>State Funds</b> | <b>Total Other<br/>Fund Sources</b> | <b>Project<br/>Total</b> |
|--|-----------------------------------|--|-------------------------------------|--------------------------|
| Total Project Cost*                      |                                   |  |                                     | \$ 0                     |

*\* If additional annual operating costs from any source of funding are anticipated upon project completion please complete Sections H and I (Justification for Additional Future Annual Operating Costs) below.*

H. Justification for First Year Additional Future Annual Operating Costs:

(1) Will additional annual operating costs be absorbed into your existing budget? \_\_\_\_\_

If not, will additional state funds be needed in the future? \_\_\_\_\_

If state funds will not be needed in the future, explain the source(s) that will be used. \_\_\_\_\_

(2) First Fiscal Year Additional Annual Operating Costs Are Anticipated: \_\_\_\_\_ Will this fiscal year require a partial or full year's operating funds? \_\_\_\_\_ If a partial year's funds are required, what portion of the year does it cover? \_\_\_\_\_

\_\_\_\_\_

(3)

| <b>Additional Annual Operating Cost Details:</b> | <b>State Non-Recurring</b> | <b>State Recurring</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|--|----------------------------|------------------------|----------------|--------------|--------------|
| <b>Total Costs:</b>                              |                            |                        |                |              |              |
| (a) Number of FTEs                               |                            |                        |                |              | 0.00         |
| (b) Total Personnel Costs                        |                            |                        |                |              | \$ 0         |
| (c) Furniture/Equipment                          |                            |                        |                |              | \$ 0         |
| (d) Other Operating Costs                        |                            |                        |                |              | \$ 0         |
| <b>Total</b>                                     | \$ 0                       | \$ 0                   | \$ 0           | \$ 0         | \$ 0         |

I. Justification for First Full Year Additional Future Annual Operating Costs *(If Section H above represents a full year's operating funds, do not complete this section.)*

(1) Will additional annual operating costs be absorbed into your existing budget? \_\_\_\_\_  
If not, will additional state funds be needed in the future? \_\_\_\_\_  
If state funds will not be needed in the future, explain the source(s) that will be used. \_\_\_\_\_

(2) First Full Fiscal Year Additional Annual Operating Costs Are Anticipated: \_\_\_\_\_

(3)

| <b>Additional Annual Operating Cost Details:</b> | <b>State Non-Recurring</b> | <b>State Recurring</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|--|----------------------------|------------------------|----------------|--------------|--------------|
| <b>Total Costs:</b>                              |                            |                        |                |              |              |
| (a) Number of FTEs                               |                            |                        |                |              | 0.00         |
| (b) Total Personnel Costs                        |                            |                        |                |              | \$ 0         |
| (c) Furniture/Equipment                          |                            |                        |                |              | \$ 0         |
| (d) Other Operating Costs                        |                            |                        |                |              | \$ 0         |
| <b>Total</b>                                     | \$ 0                       | \$ 0                   | \$ 0           | \$ 0         | \$ 0         |

J. Other Comments:

## FY 2007-08 COST SAVINGS & ACTIVITY PRIORITY ADDENDUM

### I. 2% COST SAVINGS ASSESSMENT

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Agency Activity Number and Name: 1580 / Old Exchange Building
- C. Explanation of Cost Savings Initiative: These funds were added to the Archives & History budget in FY2006 as pass-through funds for capital maintenance for the Old Exchange Building in Charleston. The Old Exchange Commission is a separate state commission under title 51 chapter 19 empowered to operate the program. Since Archives & History has no authority over the use of these funds, other than the verbal understanding of their use, they should not be in the agency budget. The Old Exchange Commission should be a separate section in the state budget, not a line item in the Archives & History budget that inflates the agency's bottom line in the event of future mid-year across-the-board budget cuts.
- D. Estimate of Savings:

| <b>FY 2007-08 Cost Savings Estimates:</b> | <b>General</b> | <b>Federal</b> | <b>Other</b> | <b>Total</b> |
|---|----------------|----------------|--------------|--------------|
| <b>Personnel:</b>                         |                |                |              |              |
| (a) Number of FTEs                        |                |                |              | 0.00         |
| (b) Personal Service                      |                |                |              | \$ 0         |
| (c) Employer Contributions                |                |                |              | \$ 0         |
|   |                |                |              |              |
| Program/Case Services                     |                |                |              | \$ 0         |
| Pass-Through Funds                        | \$78,413       |                |              | \$78,413     |
| Other Operating Expenses                  |                |                |              |              |
|   |                |                |              |              |
| <b>Total</b>                              | \$78,413       | \$ 0           | \$ 0         | \$78,413     |

E. Activity Impact (*Describe the impact on the activity affected including the impact on customers and clients.*):

This reduction would reduce by over 50% the available funds for capital maintenance for the Old Exchange Building. During the past five years the Old Exchange has received \$2,025,000 from state and federal funds to complete several deferred maintenance problems. By the end of 2006 the structure will be in excellent condition. Each year the \$150,000 appropriation will be held in a separate account for capital maintenance needs. If minor problem areas are addressed as they occur rather than allowing them to become major problems, the facility can be properly maintained into the future.

F.

| Summary of Cost Savings<br>Initiatives for FY 2007-08: | FUNDING  |         |       |          | FTEs  |      |       |       |
|--|----------|---------|-------|----------|-------|------|-------|-------|
|  | General  | Federal | Other | Total    | State | Fed. | Other | Total |
| Initiative Title: Old Exchange<br>Commission           | \$78,413 | 0       | 0     | \$78,413 | 0     | 0    | 0     | 0.00  |
| Activity Number & Name:                                |          |         |       |          |       |      |       |       |
| Initiative Title:                                      | 0        | 0       | 0     | \$ 0     | 0     | 0    | 0     | 0.00  |
| Activity Number & Name:                                |          |         |       |          |       |      |       |       |
| Initiative Title:                                      | 0        | 0       | 0     | \$ 0     | 0     | 0    | 0     | 0.00  |
| Activity Number & Name:                                |          |         |       |          |       |      |       |       |
| TOTAL OF ALL INITIATIVES                               | \$78,413 | \$ 0    | \$ 0  | \$78,413 | 0.00  | 0.00 | 0.00  | 0.00  |



## FY 2007-08 COST SAVINGS & ACTIVITY PRIORITY ADDENDUM

### II. PRIORITY ASSESSMENT OF AGENCY ACTIVITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Agency Activity Number and Name: 1580 / Old Exchange Building
- C. Explanation of Lowest Priority Status: This reduction would reduce by 100% the available funds for capital maintenance for the Old Exchange Building. During the past five years the Old Exchange has received \$2,025,000 from state and federal funds to complete several deferred maintenance problems. By the end of 2006 the structure will be in excellent condition. Each year the \$150,000 appropriation will be held in a separate account for capital maintenance needs. If minor problem areas are addressed as they occur rather than allowing them to become major problems, the facility can be properly maintained into the future.
- D. Estimate of Savings:

| Estimate of Savings:       | General   | Federal | Supplemental | Capital Reserve | Other | Total     |
|----------------------------|-----------|---------|--------------|-----------------|-------|-----------|
| <b>Personnel:</b>          |           |         |              |                 |       |           |
| (a) Number of FTEs         | 0         | 0       | 0            | 0               | 0     | 0.00      |
| (b) Personal Service       | 0         |         | 0            | 0               | 0     | \$ 0      |
| (c) Employer Contributions | 0         |         | 0            | 0               | 0     | \$ 0      |
|                            |           |         |              |                 |       |           |
| Program/Case Services      | 0         | 0       | 0            | 0               | 0     | \$ 0      |
| Pass-Through Funds         | \$150,000 | 0       | 0            | 0               | 0     | \$150,000 |
| Other Operating Expenses   | 0         | 0       | 0            | 0               | 0     | 0         |
|                            |           |         |              |                 |       |           |
| <b>Total</b>               | \$150,000 | \$ 0    | \$ 0         | \$ 0            | \$ 0  | \$150,000 |

- E. Activity Impact (*Describe the impact on the activity affected including the impact on customers and clients.*):

## FY 2007-08 COST SAVINGS & ACTIVITY PRIORITY ADDENDUM

### II. PRIORITY ASSESSMENT OF AGENCY ACTIVITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Agency Activity Number and Name: 862 / National History Day
- C. Explanation of Lowest Priority Status: One of the missions of Archives & History is education. Our primary k-12 education program is National History Day, a year-long program where students are taught to complete in-depth research on a specific topic. After completing their research the students are required to analyze their research and present it in one of several formats. Beginning at the school level students progress through a series of competitions, with the best entries competing against students from across the country at the national competition in June.
- D. Estimate of Savings:

| Estimate of Savings:       | General  | Federal | Supplemental | Capital Reserve | Other | Total    |
|----------------------------|----------|---------|--------------|-----------------|-------|----------|
| <b>Personnel:</b>          |          |         |              |                 |       |          |
| (a) Number of FTEs         | 1        | 0       | 0            | 0               | 0     | 1.00     |
| (b) Personal Service       | \$42,203 |         | 0            | 0               | 0     | \$42,203 |
| (c) Employer Contributions | 15,197   |         | 0            | 0               | 0     | \$15,197 |
|                            |          |         |              |                 |       |          |
| Program/Case Services      | 0        | 0       | 0            | 0               | 0     | \$ 0     |
| Pass-Through Funds         | 0        | 0       | 0            | 0               | 0     | \$ 0     |
| Other Operating Expenses   | 0        | 0       | 0            | 0               | 0     | \$ 0     |
|                            |          |         |              |                 |       |          |
| <b>Total</b>               | \$57,400 | \$ 0    | \$ 0         | \$ 0            | \$ 0  | \$57,400 |

E. Activity Impact (*Describe the impact on the activity affected including the impact on customers and clients.*):

Currently, over 9,000 students in 70+ schools participate in the National History Day program. Research indicates that those schools that participate in National History Day at all grade levels see a substantial increase in the test scores in the areas of research and analysis. If the program is cut it would not be available for students to learn these important skills. In addition, South Carolina would be the only one of the states, besides West Virginia, that was not represented at the national contest. It is doubtful that another education program reaches 9,000 students with an expenditure of less than \$58,000.

## FY 2007-08 COST SAVINGS & ACTIVITY PRIORITY ADDENDUM

### II. PRIORITY ASSESSMENT OF AGENCY ACTIVITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Agency Activity Number and Name: 864 / Publications
- C. Explanation of Lowest Priority Status: One of the agency mandates is the publish information for the public about the history of South Carolina. Over the past several years we have not published any new titles, but rather are focusing on digitizing original information and making it available on the Internet. Our publications program is drastically smaller than it was. Currently the one staff person primarily does graphic design and layout work for brochures, smaller publications, etc.
- D. Estimate of Savings: Actually, it would cost the agency more if we delete this position because we estimate it would cost us \$60,000 for outside graphic design work at the same level we currently have.

| Estimate of Savings:       | General  | Federal | Supplemental | Capital Reserve | Other | Total    |
|----------------------------|----------|---------|--------------|-----------------|-------|----------|
| <b>Personnel:</b>          |          |         |              |                 |       |          |
| (a) Number of FTEs         | 1        | 0       | 0            | 0               | 0     | 1.00     |
| (b) Personal Service       | \$29,704 |         | 0            | 0               | 0     | \$29,704 |
| (c) Employer Contributions | \$11,496 |         | 0            | 0               | 0     | \$11,496 |
|                            |          |         |              |                 |       |          |
| Program/Case Services      | 0        | 0       | 0            | 0               | 0     | \$ 0     |
| Pass-Through Funds         | 0        | 0       | 0            | 0               | 0     | \$ 0     |
| Other Operating Expenses   | 0        | 0       | 0            | 0               | 0     | \$ 0     |
|                            |          |         |              |                 |       |          |
| <b>Total</b>               | \$41,200 | \$ 0    | \$ 0         | \$ 0            | \$ 0  | \$41,200 |

- E. Activity Impact (*Describe the impact on the activity affected including the impact on customers and clients.*):  
 If we lost this position we would not be able to produce the many brochures, pamphlets, etc. that we depend on to get information to our customers and make their use of our program customer friendly.

## FY 2007-08 COST SAVINGS & ACTIVITY PRIORITY ADDENDUM

### II. PRIORITY ASSESSMENT OF AGENCY ACTIVITIES

- A. Agency Section/Code/Name: 15/H79/Archives and History
- B. Agency Activity Number and Name: Across The Board
- C. Explanation of Lowest Priority Status: There are no other programs where we could cut that would equal the 10% we are required to identify for this exercise. We would be forced to cut the remaining funds from other operating expenses across the agency, including personnel. It should be noted from our budget request that our core functions need additional staff just to keep from getting hopelessly behind in processing incoming historic records and handling the volume of paperwork generated in the state historic preservation office by Section 106 reviews.
- D. Estimate of Savings:

| Estimate of Savings:       | General   | Federal | Supplemental | Capital Reserve | Other | Total     |
|----------------------------|-----------|---------|--------------|-----------------|-------|-----------|
| <b>Personnel:</b>          |           |         |              |                 |       |           |
| (a) Number of FTEs         | 0         | 0       | 0            | 0               | 0     | 0.00      |
| (b) Personal Service       | 0         |         | 0            | 0               | 0     | \$ 0      |
| (c) Employer Contributions | 0         |         | 0            | 0               | 0     | \$ 0      |
|                            |           |         |              |                 |       |           |
| Program/Case Services      | 0         | 0       | 0            | 0               | 0     | \$ 0      |
| Pass-Through Funds         | 0         | 0       | 0            | 0               | 0     | \$ 0      |
| Other Operating Expenses   | \$143,400 | 0       | 0            | 0               | 0     | \$143,400 |
|                            |           |         |              |                 |       |           |
| <b>Total</b>               | \$143,400 | \$ 0    | \$ 0         | \$ 0            | \$ 0  | \$143,400 |

- E. Activity Impact (*Describe the impact on the activity affected including the impact on customers and clients.*):

F.

| <b>Summary of Priority Assessment of Activities</b> | <b>General</b>   | <b>Federal</b> | <b>Supplemental</b> | <b>Capital Reserve</b> | <b>Other</b> | <b>Total</b>     | <b>FTEs</b> |
|---|------------------|----------------|---------------------|------------------------|--------------|------------------|-------------|
| Activity Number & Name: 1580 Old Exchange Building  | 150,000          | 0              | 0                   | 0                      | 0            | \$150,000        | 0           |
| Activity Number & Name: 862 National History Day    | 57,400           | 0              | 0                   | 0                      | 0            | \$57,400         | 0           |
| Activity Number & Name: 864 Publications            | 41,200           | 0              | 0                   | 0                      | 0            | \$41,200         | 0           |
| Activity Number & Name: Across The Board            | 143,400          | 0              | 0                   | 0                      | 0            | \$143,400        | 0           |
| Activity Number & Name:                             | 0                | 0              | 0                   | 0                      | 0            | \$ 0             | 0           |
| <b>TOTAL OF LOWEST PRIORITES</b>                    | <b>\$392,000</b> | <b>\$ 0</b>    | <b>\$ 0</b>         | <b>\$ 0</b>            | <b>\$ 0</b>  | <b>\$392,000</b> | <b>0.00</b> |